

**653—9.12(147,148) Notification required to change the board's data system.**

**9.12(1) *Change of contact information.*** A licensee shall notify the board of any change in the home address, the address of the place of practice, home or practice telephone number, or personal e-mail address regularly used by the applicant or licensee for correspondence with the board within one month of the change.

**9.12(2) *Change of name.*** A licensee shall notify the board of any change in name within one month of making the name change. Notification requires a notarized copy of a marriage license or a notarized copy of court documents.

**9.12(3) *Deceased.*** A licensee file shall be closed and labeled “deceased” when the board receives a copy of the physician’s death certificate or other reliable information of the licensee’s death.

**9.12(4) *Practice name.*** A licensee shall practice under the licensee’s full legal name.

[**ARC 8554B**, IAB 3/10/10, effective 4/14/10; **ARC 2524C**, IAB 5/11/16, effective 6/15/16; **ARC 3587C**, IAB 1/17/18, effective 2/21/18]